

FUNDAMENTAL CHANGES IN TRAINING

Personnel Development Seminars has a new team and a new focus for the State of Iowa. While PDS continues to offer the catalog and computer courses, they are also focusing service efforts on customization and consultation. Already, the PDS team has begun to work with many agencies to create specialized learning programs that are in-line with the specific agency's internal goals and strategies.

Look to PDS to assist you with your next employee or organizational development initiative.

ZOOM INTO BREAKTHROUGH CHANGE

ZOOM is a three-part program that can help your agency's teams achieve extraordinary results in your initiative for change. The program includes:

- Sponsorship Workshop—align essential resources to support the change effort.
- Zoom Training—team members learn this quick and proven method to improve work processes.
- Team Facilitation—to launch your change effort and sustain your team's progress

The next program begins in October, so [learn more](#) today!

SEPTEMBER 2005



MEET THE PDS TEAM

Cindy Axne (right) and Leslie Davenport (left) recently joined the State of Iowa Personnel Development Seminars.

Cindy is the Program Coordinator and brings 15 years experience in performance management, organizational effectiveness, and business strategy. She has a strategic approach for PDS looking to expand and customize PDS offerings to state, county, and city government.

Leslie has a background in Information Technology and Marketing and will focus her efforts on administration and marketing of the PDS programs and services.

SEPTEMBER SEMINARS



Do you know the correct policies & procedures?

[Performance Evaluation](#)

Sept 8

[Discipline, Grievances, & Contracts](#)

Sept 13

[Preventing Sexual Harassment](#)

Sept 15

[Investigating Employee Misconduct](#)

Sept 27



Is it appropriate for the workplace?

[Valuing Diversity](#)

Sept 20

[Preventing Sexual Harassment](#)

Sept 15

Attn: Computer Users

Enhance your computer skills by attending one of the popular computer seminars in September:

- **Access:** Level 1 and 2
- **Excel:** Level 1, 2, and 3
- **Word:** Level 2
- **PowerPoint:** Level 2
- **Outlook:** Level 2
- **Windows XP:** Level 1

Visit the [PDS website](#) for complete information on other application and technical training seminars available.

Attn: Rulemakers

Do you write or work with codes and policies? The instructors for these seminars are practitioners and local experts on the topics.



[Statutory Construction/Legal Drafting](#)—Sept 7

Prerequisite for courses in the Quality in Rulemaking Academy

[Rule Writing Style](#)—Sept 28

[Rulemaking Process](#)— Sept 20